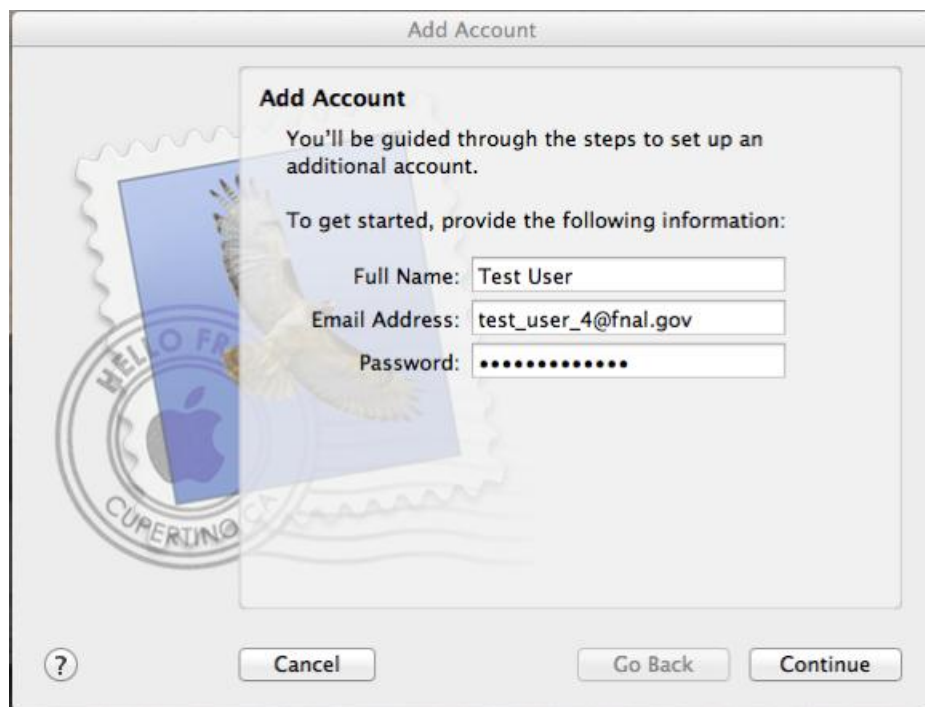# 1 Configuring Mac Mail for MAPI
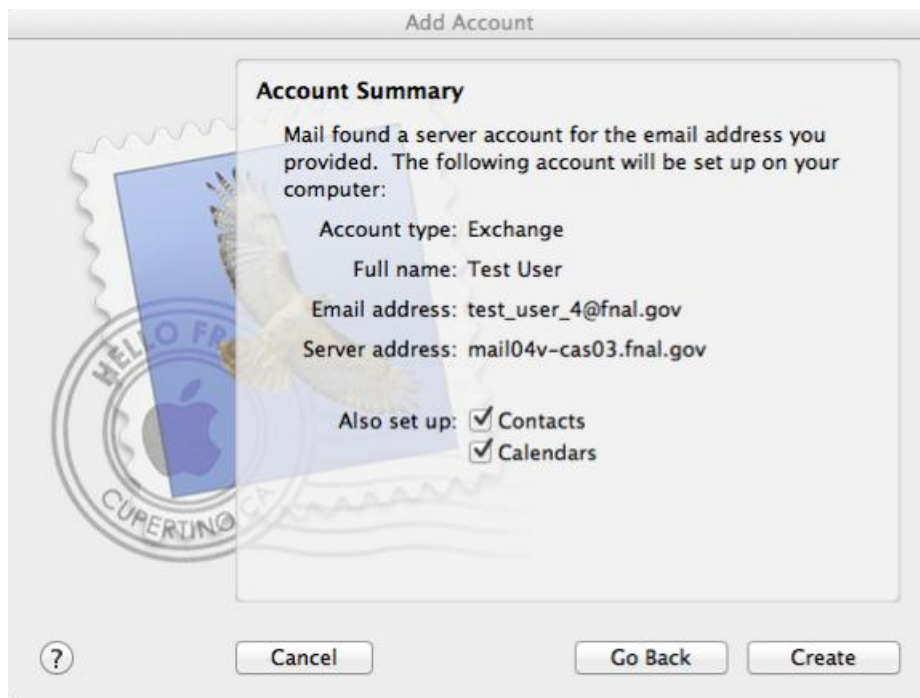
1.1 How to Create a Configuration

In the "Mail" application, under the "File" menu option, select "Add Account". Fill out the form with your username and password. Note that your password is your Services Account password.
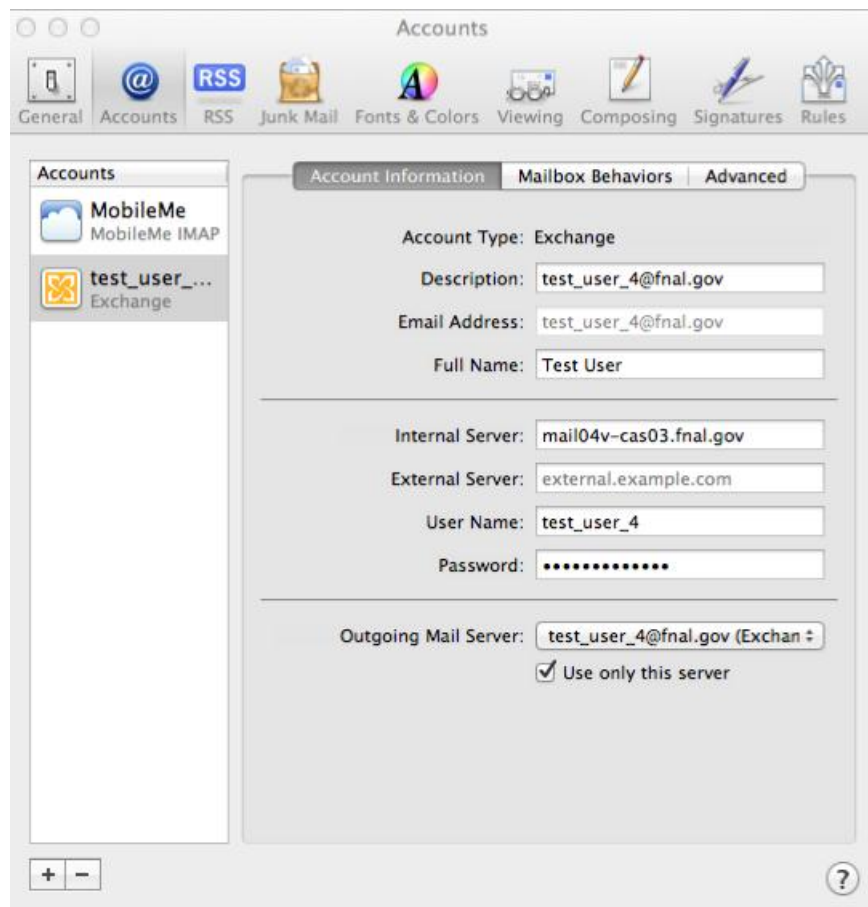

The Mail program will contact the "Auto-Discover" service to determine all the email parameters needed to setup your Exchange account. If it fails, it is perhaps due to a password typo:

You should correct mistakes to avoid this "Trying to log in to the Exchange server" error and click "Continue". Now, you should see the entire MAPI configuration.

Click "Create" to create your account. If the configuration works, a new topic should appear in the left-hand column with the name of your MAPI connection.
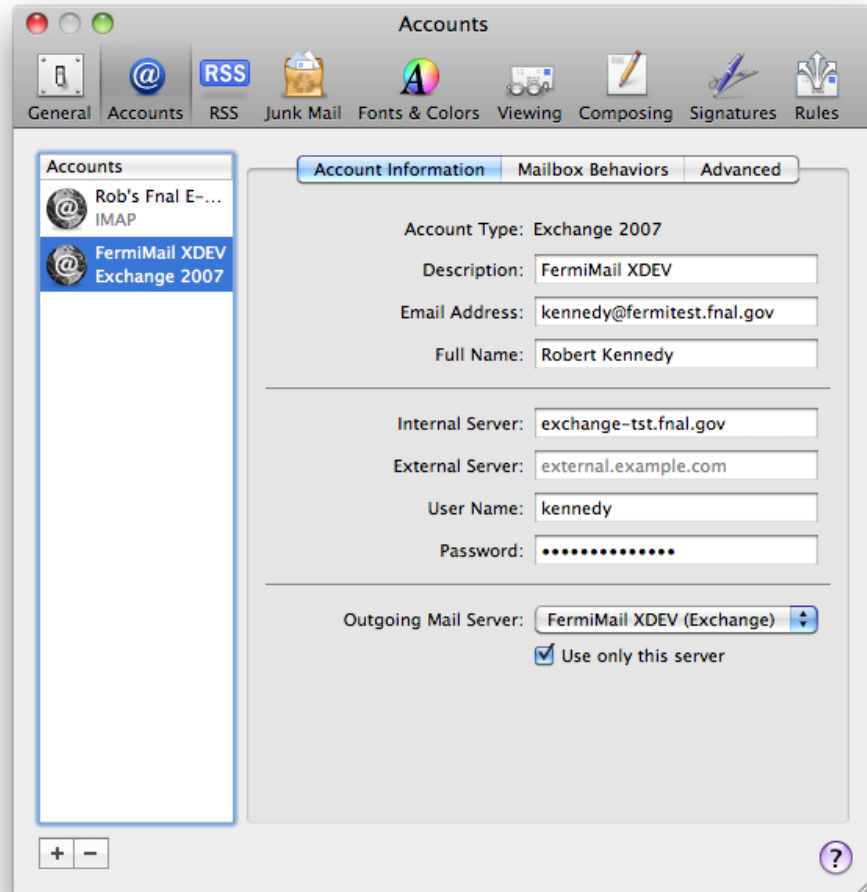
In a few minutes, Mac Mail will download information about your email to the Exchange server, and populate your mail folders.

✓ Send a test email to this account to make sure your account is configured correctly. (Better to test your account now and fix any issues than miss a critical message later!)

1.2 How to Remove a Configuration

In the "Mail" menu option, select "Preferences". The list of email configurations is in the left column of the form. Select/highlight the one you wish to delete and then click "-" to remove it.

1.3   How to Check or Edit a Configuration

In the "Mail" menu option, select "Preferences". The list of email configurations is in the left column of the form. Select/highlight the configuration of interest. The parameters for the configuration are located in several places.